

SERVICE DELIVERY PRIORITIES & BUSINESS PLAN OUTLOOK FOR FY2004-05

Transportation Committee

TIME TABLE

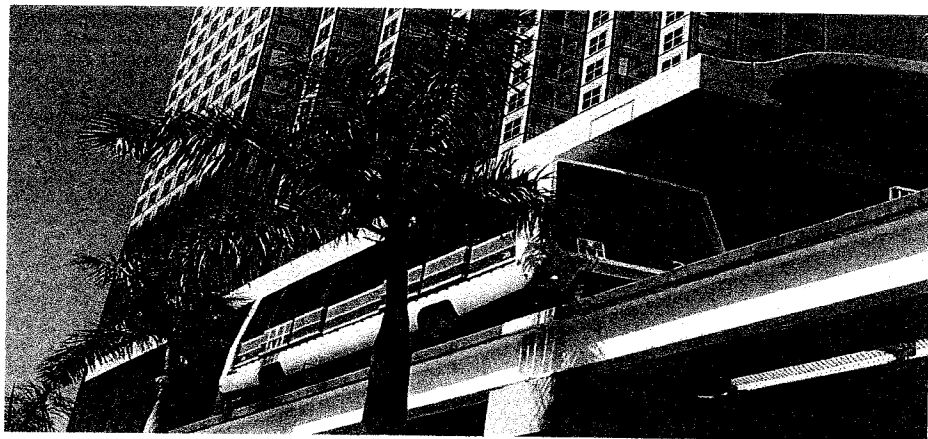


- Mayor's budget message by March 31, 2004
- April Committee Meeting
 - Summary of priorities of each department
 - Discussion of priorities and policies
- Commission budget policies by April 30, 2004

DEPARTMENT PRIORITIES

Transportation

- Aviation
- Consumer Services
- Metropolitan Planning Organization
- Miami-Dade Transit
- Citizen's Independent Transportation Trust
- Seaport





Departmental Quarterly Performance Report

Department Name: Aviation

**Reporting Period:
Fiscal Year 2003-2004
1st Quarter**

I. Performance Initiatives	Page 2
II. Personnel Status	Page 7
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IV. Department Director Review	Page 9

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

MAJOR PERFORMANCE INITIATIVES

<p>Project Name and Number: ECC 816; TP 6: Conduct two customer surveys per year.</p> <p>Status: Accomplished. Conducted the survey in Sept. 03 as planned, presented the findings to top management, and established baseline to measure improvements.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>														
<p>Project Name and Number: ECC 820; ES 8: Reduce undisputed delinquent accounts receivables to the levels of the established monthly targets.</p> <p>Status: Accomplished. Outstanding accounts receivable over 30 days, adjusted for item subject to legal collection action, bankruptcy, payment plan, or collection agency processing, decreased from \$2.430 million in Sept. 2003 to \$2.138 million in December 2003.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>														
<p>Project Name and Number: ES 9: Maintain Commercial Operations sales per enplaned passenger at the levels of the established monthly targets for FY 03-04, in conjunction with the plan construction.</p> <p>Status: Accomplished</p> <table><tr><th rowspan="2">Month</th><th colspan="2">Commercial Gross Sales per Enplaned Passenger</th></tr><tr><th>Target</th><th>Actual</th></tr><tr><td>Oct. 03</td><td>\$14.23</td><td>\$15.24</td></tr><tr><td>Nov. 03</td><td>\$14.19</td><td>\$14.66</td></tr><tr><td>Dec. 03</td><td>\$12.69</td><td>\$13.29</td></tr></table>	Month	Commercial Gross Sales per Enplaned Passenger		Target	Actual	Oct. 03	\$14.23	\$15.24	Nov. 03	\$14.19	\$14.66	Dec. 03	\$12.69	\$13.29	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
Month		Commercial Gross Sales per Enplaned Passenger													
	Target	Actual													
Oct. 03	\$14.23	\$15.24													
Nov. 03	\$14.19	\$14.66													
Dec. 03	\$12.69	\$13.29													

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

<p>Project Name and Number: ES 9: Achieve a program that stays within the cost of \$15.94 per enplaned passenger.</p> <p>Status: Accomplished.</p> <table><thead><tr><th><u>Month</u></th><th><u>Cost/Enplaned Passenger</u></th></tr></thead><tbody><tr><td>Oct. 03</td><td>\$17.56</td></tr><tr><td>Nov. 03</td><td>\$16.34</td></tr><tr><td>Dec. 03</td><td>\$13.40</td></tr></tbody></table>	<u>Month</u>	<u>Cost/Enplaned Passenger</u>	Oct. 03	\$17.56	Nov. 03	\$16.34	Dec. 03	\$13.40	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<u>Month</u>	<u>Cost/Enplaned Passenger</u>								
Oct. 03	\$17.56								
Nov. 03	\$16.34								
Dec. 03	\$13.40								
<p>Project Name and Number: TP 6: Maintain a maximum door response time of five minutes from the time of dispatch.</p> <p>Status: Not accomplished.</p> <table><thead><tr><th><u>Month</u></th><th><u>Percent of calls over 5 minutes</u></th></tr></thead><tbody><tr><td>Oct. 03</td><td>39%</td></tr><tr><td>Nov. 03</td><td>44%</td></tr><tr><td>Dec. 03</td><td>34%</td></tr></tbody></table> <p>During this quarter Security Operations was required to re-deploy personnel for condition Orange enhanced security measures. This also affected Airside operations who assist us in responding to door alarms via the AOA. As a result, sufficient personnel were not available to cover multiple simultaneous alarms in the various concourses within five minutes. Attrition of staff and an increase in the number of unattended bags in the terminal also contributed to lack of personnel available to respond to door alarms.</p> <p>Repositioning response personnel to the AOA and putting them in a motor vehicle to respond to alarms, without having to clear TSA security each time, is being tried as measure to meet the stated performance objective. Completing the upgrade of the access control system which will eliminate most false alarms and centralize the response capability is also being done to meet this performance objective.</p>	<u>Month</u>	<u>Percent of calls over 5 minutes</u>	Oct. 03	39%	Nov. 03	44%	Dec. 03	34%	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<u>Month</u>	<u>Percent of calls over 5 minutes</u>								
Oct. 03	39%								
Nov. 03	44%								
Dec. 03	34%								

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

Project Name and Number:	___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)								
TP 6: Reduce Clearance of unattended bags to an average of 12 minutes.									
Status: Accomplished.									
<table> <tr> <th>Month</th><th>Average Clearance Time (minutes)</th></tr> <tr> <td>Oct. 03</td><td>13</td></tr> <tr> <td>Nov. 03</td><td>12</td></tr> <tr> <td>Dec. 03</td><td>12</td></tr> </table>	Month	Average Clearance Time (minutes)	Oct. 03	13	Nov. 03	12	Dec. 03	12	
Month	Average Clearance Time (minutes)								
Oct. 03	13								
Nov. 03	12								
Dec. 03	12								
Project Name and Number:	___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)								
TP 6: Perform a minimum of 1500 Challenge/Compliance test per month.									
Status: Accomplished.									
Achieved 2,666 Compliance tests in December 2003.									
Project Name and Number:	___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)								
TP 6: Maintain an overall Challenge/Compliance rate of a minimum of 90% with TSA and Airport Security Program (ASP) regulations.									
Status: Accomplished.									
Achieved 98% Terminal Access Point Compliance rate.									
Project Name and Number:	___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)								
ES 9: Maintain current overall crime rate, with specific attention to auto theft and larcenies, at or below 2002 cal. year level (1,229 incidents).									
Status: Accomplished.									
Dec.2003 year-end crime rate of 1,212 was lower than 2002.									
Project Name and Number:	___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response								
ES 9: Develop a Master Plan to reduce Volatile Organic Compound (VOC) by 10% prior to Sept 30, 2010.									
Status: Accomplished milestone targets established for this quarter									
Established baseline and evaluated reduction achieved to date.									

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

<p>Project Name and Number: ES 9: Maintain the ISO 14001 certification for the Aviation Fuel Facility by April 1, 2004.</p> <p>Status: Accomplished milestone targets established for this quarter. Monitored progress and took corrective/preventive action as required.</p>	<p>___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p>Project Name and Number: ES 9: Secure ISO 14001 for Maintenance by September 2004.</p> <p>Status: Accomplished milestone targets established for this quarter. Finalized Standard Operating Procedures, trained employees, and finalized ISO objectives and targets. Conducted management reviews as required.</p>	<p>___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p>Project Name and Number: TP 6: Improve customer survey rating by 10% by July 2004.</p> <p>Status: N/A Survey to be conducted in May 2004. Results to be published in July 2004.</p>	<p>___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p>Project Name and Number: ES 9: Increase cargo space occupancy rate by 5% to 95%, with a projected \$1.05 million additional revenue by September 2004.</p> <p>Status: Did not accomplished milestone targets established for this quarter. Developed recommendations and plan to present them to top management during the 2nd Quarter.</p>	<p>___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. ___ ECC Project ___ Audit Response ___ Other _____ (Describe)</p>
<p>Project Name and Number: ECC #544; ES 3: Inventory Bar-coding for inventory control. Implement bar-coding system to support daily cycle counting for improved inventory control.</p> <p>Status: Accomplished milestone targets established for this quarter. Developed and presented recommendations for system to upper management. Plan to develop scope and specifications during 2nd Quarter.</p>	<p>___ Strategic Plan x Business Plan ___ Budgeted Priorities ___ Customer Service ___ Workforce Dev. x ECC Project ___ Audit Response ___ Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

<p>Project Name and Number: ES 5: Implement Succession Planning and Management Professional Development Program.</p> <p>Status: Did not accomplish milestone targets established for this quarter. Senior management is about 50% in completing the assessment and development plans for all direct reports. Expect to complete them during 2nd quarter of FY 03-04.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Project Name and Number: ES 9: Bid & Award Phase not to exceed 180 calendar days for Invitation to Bid (ITB) by Sept. 2004.</p> <p>Status: N/A We are working on streamlining and enhancing the process to reduce the total number of days to award an Invitation To Bid by fiscal year end.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Project Name and Number: ES 9: Obtain one additional domestic low-fare carrier by Sept. 2004.</p> <p>Status: N/A Started to work on our strategy and plan to get an additional domestic low-fare carrier by end of fiscal year.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	1602	1859	1621	240						

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

One Deputy Aviation Director: Capital Improvement Program (CIP)

One Manager: Facilities Maintenance

C. Turnover Issues

None

D. Skill/Hiring Issues

Signage Design Engineer – difficulty in finding applicants with five years of experience in the design, development, and implementation of a major facility signage systems by advertising in the local newspapers. In an effort to broaden the applicant pool, we will advertise locally with the AAAE, in the Aviation Daily, and the Aviation Weekly.

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

59 as of December 2003.

F. Other Issues

We are in a selective hiring freeze to meet our target for cost per enplaned passenger of \$30 by 2015.

Departmental Quarterly Performance Report

Department Name: Aviation

Reporting Period: FY 2003-2004 1st Quarter

FINANCIAL SUMMARY

Operating Revenue and Expenditures Activity (Preliminary & Unaudited)
(In Thousands)

	Prior Year		FY 2003-04					
	Actual	Budget	Quarter 1st		Year to Date			End of Year Projection
			Budget	Actual	Budget	Actual	Variance %	
Operating Revenue								
Aviation Fees and Charges	\$ 286,704	\$ 322,734	\$ 72,294	\$ 71,991	\$ 72,294	\$ 71,991	0%	\$ 294,078
Commercial Operations	171,988	166,463	39,081	42,928	39,081	42,928	10%	149,221
Other Income	32,885	9,266	4,581	287	4,581	287	-94%	13,717
Total Operating Revenue *	\$ 491,577	\$ 498,463	\$ 115,956	\$ 115,206	\$ 115,956	\$ 115,206	-1%	\$ 457,016
Operating Expenditures **								
Salaries and Fringes	\$ 121,192	\$ 126,319	\$ 41,703	\$ 40,418	\$ 41,703	\$ 40,418	-3%	\$ 158,281
Other Operating Expenses	197,338	213,568	40,761	35,164	40,761	35,164	-14%	155,976
Capital	268	531	537	119	537	119	-78%	2,147
Total Operating Expenditures *	\$ 318,798	\$ 340,418	\$ 83,001	\$ 75,701	\$ 85,001	\$ 75,701	-9%	\$ 316,404
Net Operating Income	\$ 172,779	\$ 158,045	32,955	\$ 39,505	\$ 32,955	\$ 39,505	20%	\$ 140,612

* Total operating revenue and expenditures does not include transfers to/from other funds.

** Expenditures are reported by category (personnel, operating and capital)

Equity in Pooled Cash

(In Thousands)

	Prior Year	Actual (Preliminary) as of year end as of				
	Year-End	Quarter 1	Quarter 2	Quarter 3	Quarter 4	
Fund/Subfund						
Aviation Department	\$ 49,686	\$ 61,552	\$ 69,840	\$ 68,559	\$ 64,773	
Total	\$ 49,686	\$ 61,552	\$ 69,840	\$ 68,559	\$ 64,773	

Departmental Quarterly Performance Report

Department Name: Aviation

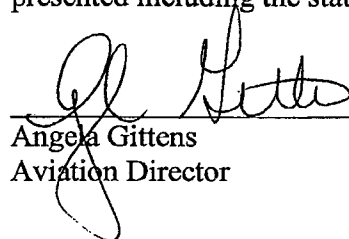
Reporting Period: FY 2003-2004 1st Quarter

STATEMENT OF PROJECTION AND OUTLOOK

While aviation fees and charges are slightly lower than budget due to lower than budgeted landed weight operating expenses are also lower than budget.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.



Angela Gittens
Aviation Director

Date 2/4/04



Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: October 1 - December 31, 2003

FY 2004

First Quarter

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Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

MAJOR PERFORMANCE INITIATIVES

<p><i>Describe Key Initiatives and Status</i> <i>Check all that apply</i></p>	
<p>ED2/ED2-3</p> <p>The Consumer Services Department collaborated with the consumer affairs divisions in Palm Beach and Broward Counties to develop and celebrate Tri-County Consumer Protection Week from October 19-25, 2003. Numerous consumer education programs were conducted to alert consumers on how to best protect themselves during the holiday season. A holiday sales receipt storage envelope was jointly prepared to provide consumers with a place to organize their receipts. A highlight of the week was the production of a television program "Consumer Showdown", an educational game show that pitted the "Seasoned Seniors" against the "Savvy Students" on their knowledge of consumer protection issues. The show was produced live with an intergenerational studio audience and hosted by Miami-Dade Consumer Advocate Leonard Elias. Florida Attorney General Charlie Crist provided opening remarks. The program was replayed on cable television systems in all three counties.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>ED4/ED4-2 (ECC #654)</p> <p>Entered into a supplemental agreement with Accela, Inc. to furnish, install and maintain an Enterprise Operating System. The company will provide technology for business licensing, complaint intake, enforcement, cashiering, collections, activity tracking, training, inspections management, and reporting systems. A work order and product demonstrations are in development. Purpose of the project is to streamline multiple databases into a single web-based design.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>ED4/ED4-2</p> <p>Prepared an amendment to the Limousine Ordinance that was approved by the Board at their December 8, 2003, meeting modifying the definition of luxury sedan to allow sports utility vehicles to be placed in that category. The amendment also grandfathered 25 SUV's that were operating under the stretch limousine category for a period of three years.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

<p>ED4/ED4-2</p> <p>A re-inspection lane was created at the for-hire vehicle inspection station to improve customer service to the industry. Vehicles that fail inspection must return for re-inspection after repairing the cause of the failure. In some cases the vehicle cannot operate in the interim. The re-inspection lane allows vehicles that have failed inspection on a previous trip to receive priority status.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other (Describe)</p>
<p>ED4/ED4-2</p> <p>Continued to monitor Comcast Communications cable system upgrade occurring in the Carol City and Aventura areas. Comcast is providing daily updates to the County regarding its construction and is currently on schedule to meet its construction deadlines. The first deadline is the completion of the Carol City area no later than May 30, 2004.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe)</p>
<p>ED4/ED4-2</p> <p>Initiated a review of limousine minimum rates due to an adjustment in taximeter rates that became effective October 1, 2003. Limousine rates are required to be 3.3 times the taximeter waiting time.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe)</p>
<p>ED4/ED4-2</p> <p>On November 14, 2003, the last of five annual lotteries was conducted awarding taxicab medallions to 32 additional owner-drivers. Included in this award were 20 Wheelchair Accessible Cabs (WAC), the first such taxicabs in Miami Dade County. Since adoption of the Taxi Ordinance, 142 lottery licenses have been issued to owner operators.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe)</p>

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Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

<p>NU2/NU2-3</p> <p>In December 2003, the CSD established a mediation service in which the parties involved in a consumer dispute can work towards an amicable resolution through the assistance of Certified Florida Supreme Court Mediators.</p>	<p> <input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input checked="" type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>ED2/ED2-3</p> <p>CSD provided consumer education seminars and exhibits at community outreach events including the Coconut Grove Neighborhood Service Center, Martin Luther King Park, Cutler Ridge Mall, Stephen P. Clark Government Center, Dade County Parent Advisory Counsel, the South Miami Citizens Day Picnic and the West Dade Regional Library.</p> <p>Staff from the Cooperative Extension helped to organize and conduct a tour of Miami-Dade's agricultural area for 80 participants of the Interregional Research Project whose mission is to provide pest management solutions for growers of fruits, vegetables, and other minor crops.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>ED4/ED4-2</p> <p>Implementation continued with regard to the licensing and regulation of towers. All towing businesses were required to be licensed by the CSD effective November 22, 2003. CSD staff continued vehicle inspections and visiting all non-licensed towing businesses to compel compliance. 374 applications have been received from towing businesses operating 753 tow trucks.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe) </p>
<p>ED4/ED4-2</p> <p>Miami-Dade College (MDC) took over operation of the County's community access channel (Cable TAP) on October 1, 2003. Community organizations are producing shows at the College's North Dade campus. A new web site www.cabletap.org was launched including video streaming of programs.</p>	<p> <input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input checked="" type="checkbox"/> Other <u>Legislative</u> (Describe) </p>

Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

ES1/ES 1-1

Ana Baluja, Clerk 4 with the Passenger Transportation Regulatory Division, was selected as the CSD's Employee of the Quarter for the Third Quarter of 2003. Ms. Baluja was recognized for her work on the 2003 taxicab lottery and for an investigation leading to the recovery of \$30 million of jewelry left in a taxicab by a passenger.

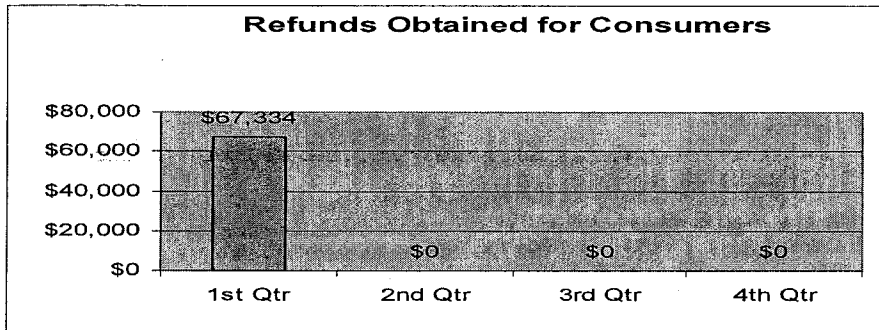
☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☒ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

ED4/ED4-2

Commenced an ambulance market survey to gauge satisfaction with private ambulance service and the need for additional ambulances. Surveys were sent to user facilities and consumers. Survey results are being compiled and analyzed by the South Florida Health Council.

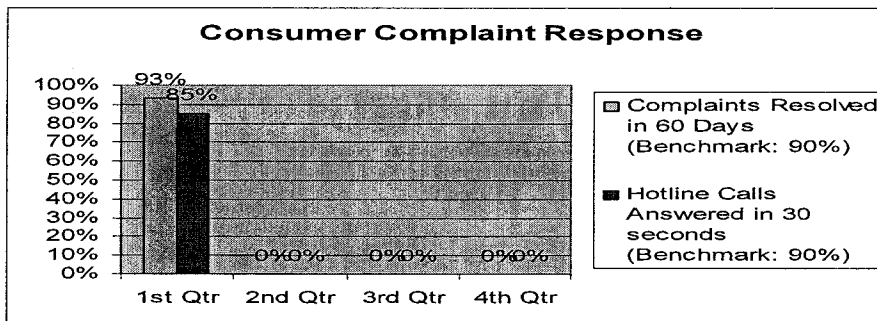
☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
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☐ Workforce Dev.
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☐ Audit Response
☒ Other Legislative
 (Describe)

NU2/NU2-3



☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

NU2/NU2-3



☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	114	122	115	7						

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

- Two Consumer Protection Enforcement Officers -- Recruitment for one is underway.
- One OSS2 – Recruitment is underway.
- One Clerk 2- Recruitment is underway
- One Training Specialist II – Recruitment is underway.
- Two Extension Agents- University of Florida IFAS performs the recruitment; two Agent positions have been frozen by the University.

C. Turnover Issues

- NONE

D. Skill/Hiring Issues

- NONE

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

- One temporary agency Office Support Specialist 2 in the Passenger Transportation Regulatory Division since FY 01-02; involved with for-hire license renewals and taxicab lottery.
- One part-time Computer Technician in the Director's Office works 16 hours per pay period; assists with application development and technical support.
- One part-time Urban Horticultural Program Assistant in the Cooperative Extension Division works 60 hours per pay period; answers public inquiries.

F. Other Issues

- NONE

Departmental Quarterly Performance Report

Department Name: Consumer Services Department

Reporting Period: 1st Quarter (October 1 – December 31, 2003)

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR	FY 2003/2004						
		Total Annual Budget	1st Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
Gen Fund & Occup. License	2,500	2,284	571	0	571	0	-571	0%
Fees	5,026	4,936	1,234	1,167	1,234	1,167	-67	95%
Fines, AVC's	1,031	663	166	59	166	59	-107	36%
Tr fr Other depts	220	164	41	0	41	0	-41	0%
Intra-departmental Trf	806	1,278	320	330	320	330	11	103%
Interest	28	28	7	3	7	3	-4	43%
Carryover	1,489	1,643	411	1,863	411	1,863	1,452	454%
Total	11,100	10,996	2,749	3,422	2,749	3,422	673	124%
Expense								
Director's Office	1,042	1,197	299	247	299	247	-52	83%
Consumer Protection Div	2,503	3,039	760	498	760	498	-262	66%
Cooperative Extension	873	958	240	205	240	205	-35	86%
Pass Tran Reg Division	4,006	4,582	1,146	865	1,146	865	-281	76%
Cable Contracts	838	1,220	305	508	305	508	203	167%
Total	9,262	10,996	2,749	2,323	2,749	2,323	-426	85%

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
030/032 (PTRD)	602	630	0	0	0
030/032 (CPD Regulatory)	1,190	1,014	0	0	0
Total	1,792	1,644	0	0	0

Comments: Variances over 10%

Revenue

General Fund & Occupational License – Distributions are made in the Fourth Qtr

Fines/AVC's – 8CC Distributions are made in the Fourth Qtr

Transfer from other Depts. – Distributions are made in the Fourth Qtr

Interest – Collections are lower than projected

Carryover – Higher than projected due to higher revenues in prior year

Expense

Director – Budgeted Legal Advisor position on special assignment

Consumer Protection – Intra-Departmental distributions are made in the fourth quarter

Cooperative Extension – Capital expense will occur later in the year

Passenger Transportation – Intra-Departmental distributions are made in the fourth quarter

Cable Contracts – Intra-departmental transfers were made in first quarter

Departmental Quarterly Performance Report
Department Name: Consumer Services Department
Reporting Period: 1st Quarter (October 1 – December 31, 2003)

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____



Departmental Quarterly Performance Report

(January 16, 2004)

Department Name: MPO

Reporting Period:

FY 2004

1st Quarter

I. Performance Initiatives

Page 3

- TP2 - Educate the community regarding transportation issues and opportunities.
 - TP2-1 Increased public knowledge and understanding of public transportation alternatives and benefits.
- TP3 - Promote improved mobility of people and commerce to capitalize on South Florida's advantage.
 - TP3-1 Improved transportation connectivity for intercounty movements.
- TP4 - Encourage and promote innovative solutions to transportation challenges, including incentive plans.
 - TP4-2 Improved level-of-service on major roadway corridors.
 - TP4-3 Increased vehicle occupancy.
- TP5 – Improve mass transit along major corridors and between major origin and destination locations.
 - TP5-2 Expanded rapid transit service along all major corridors.

II. Personnel Status

Page 6

III. Financial Performance

Page 7

IV. Department Director Review

Page 8

Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

MAJOR PERFORMANCE INITIATIVES

			Check all that apply
TP2-1 Increased public knowledge and understanding of public transportation alternatives and benefits.	1 st Qtr. Target	1 st Qtr. Actual	TP2 Strategic Plan
1. Conduct 24 outreach events per year.	6	6	<input checked="" type="checkbox"/> Business Plan
2. Produce Quarterly Newsletter	1	1	<input type="checkbox"/> Budgeted
3. Produce Annual Newsletter and distribute 630,000	0	0	Priorities
4. Produce and Air 2 Public Service Announcements annually	0	0	<input checked="" type="checkbox"/> Customer Service
5. MPO Public Comments Database	43		<input type="checkbox"/> ECC Project
6. Coordinate 4 Community Transportation Forums yearly	1	1	<input type="checkbox"/> Workforce Dev.
7. Advertise Public Hearings (as needed)	varies	2	<input type="checkbox"/> Audit Response
8. Update Website weekly	12	14	<input type="checkbox"/> Other
9. Increase Website hits by 5% per year	120,000	n/a	(Describe)
10. Address Board Member requests	100%	100%	
11. Work with interagency committees	100%	100%	
12. Manage Grant Programs	100%	100%	
13. Fiscal Responsibility	100%	95%	
14. Update Prospectus	100%	100%	
15. Conduct 10 MPO Board meetings per year	2	2	
16. Conduct 11 TPC meetings per year	3	3	
17. Conduct 6 TPTAC meetings per year	0	0	
18. Conduct 20 CTAC and respective subcommittee meetings per year	4	4	
19. Conduct 12 BPAC meetings per year	3	2	
20. Conduct 11 TARC meetings per year	2	1	
21. Complete the Community Characteristics Program study	50%	50%	
22. Complete the Development of an Information Database and Graphics Inventory	90%	90%	
23. Complete Citizen's Guide to Transportation	80%	90%	

Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

TP3-1 Improved transportation connectivity for intercounty movements.		1 st Qtr. Target	1 st Qtr. Actual	TP3 Strategic Plan _x_ Business Plan _ Budgeted Priorities _ Customer Service _ ECC Project _ Workforce Dev. _ Audit Response _ Other (Describe)
1. Regional meetings attendance		3	2	
2. Increase funding for regional projects				
3. Adopt regional LRTP	25%	25%		
4. Work with regional and statewide committees				
5. Complete a Regional Land Use Trends analysis	25%	0%		
6. Perform Rapid Transit Improvement Analysis	50%	50%		
7. Conduct Trends in Heavy Truck Traffic Management study	15%	10%		
8. Complete Safe Routes to School Program	35%	30%		
9. Perform Traffic Calming for Pedestrians at Wolfson Campus study	10%	5%		
10. Conduct 1-395 Alternatives Financial Assessment study	100%	95%		
<u>Below studies managed by Municipalities</u>				
11. Complete City of Homestead Transportation Plan Update	10%	0%		
12. Conduct Ponce de Leon Boulevard Evaluation	100%	80%		
13. Complete the Enhanced Hialeah Transit Circulator	75%	75%		
14. Complete the City of Miami Beach Master Plan Study for the 16 th Street Corridor	70%	0%		
15. Complete the Town of Miami Lakes Mobility Master Plan	85%	85%		
16. Complete the North Miami Beach City Center Access and Mobility Feasibility	100%	100%		
17. Complete the City of Miami Springs Mobility Master Plan	10%	0%		
18. Complete the North Miami Beach Pedestrian and Bicycle Safety Feasibility	10%	0%		
19. Complete the Palmetto Bay Transportation Master Plan	10%	0%		
20. Complete the Sunny Isles Bridge to Link a Pedestrian/Bicycle Greenway	10%	10%		

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Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

<p>TP4 -2 Improved level-of-service on major roadway corridors.</p> <ol style="list-style-type: none"> 1. Increase number of vanpools from 67 to 74 2. Perform Baylink Study 3. Complete Congestion Management System Update study 4. Complete Bicycle/Pedestrian Feasibility Evaluation 5. Complete Connecting Traffic Generators study 6. Complete Transit Oriented Development Master Plan 	<p>1st Qtr. Target 69 65% 10% 40% 20% 100%</p>	<p>1st Qtr. Actual 72 65% 10% 40% 20% 70%</p>	<p>TP4 Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><u>Below studies managed by Municipalities</u></p> <ol style="list-style-type: none"> 7. Complete NW 79th Street Corridor Initiative 8. Complete 107th Avenue Pedestrian and Transit Corridor Study 9. Complete NW South River Drive Corridor Study 	<p>100% 100% 100%</p>	<p>10% 95% 100%</p>	
<p>TP 4-3 Increased vehicle occupancy.</p> <ol style="list-style-type: none"> 1. Support Automated Traveler Information Systems through descriptions in 2 quarterly newsletters. 2. Perform Converting Rails to Transit, Bike and Pedestrian Facilities 3. Conduct Sketch Planning Analysis of Bus Rapid Transit 4. Complete Waterborne Transit Services 5. Adopt Unified Planning Work Program (UPWP) 	<p>1st Qtr. Target 0 30% 25% 10% 10%</p>	<p>1st Qtr. Actual 0 20% 0% 0% 10%</p>	<p>TP4 Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>TP 5-2 Expanded rapid transit service along all major corridors.</p> <ol style="list-style-type: none"> 1. Adopt 2030 Long Range Transportation Master Plan 2. Adopt Transportation Improvement Program 	<p>1st Qtr. Target 25% 20%</p>	<p>1st Qtr. Actual 25% 20%</p>	<p>TP5 Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			16	19	17	2				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

C. Turnover Issues

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

One currently employed part-time seasonal Planning Technician

F. Other Issues

Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues	3,893	4,900	1,225	-	1,225	-	-	
•								
•								
•								
•								
Total								
Expense*								
Sal+Fring	1,494	1,682	421	373	421	373	1	22.2
Operating	666	626	157	137	157	137	1	21.9
Consultant	1,206	2,592	648	296	648	296	0	11.4
Total	3,366	4,900	1,225	806	1,226	806	1	16.4

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
	-1308	-1676			
Total	-1308	-1676			

Comments:

The MPO funds are all grant funded and are not front-end funded. All revenues are on a reimbursement basis billed quarterly. Thus, the difference in actual revenues and budgeted. Currently \$1,050,000 in reimbursement requests being processed by Florida Department of Transportation.

Departmental Quarterly Performance Report

Department Name: Miami-Dade MPO

Reporting Period: 1st Quarter FY 2004

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

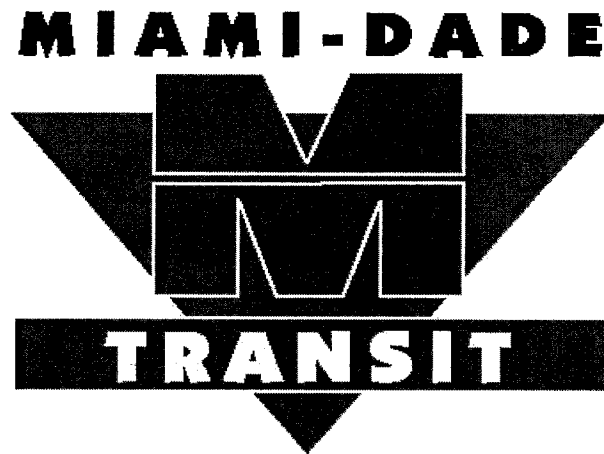
No foreseen problems.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____



Departmental Quarterly Performance Report

Department Name: Miami-Dade Transit

Reporting Period:
FY2004
First Quarter

I. Performance Initiatives	Page 2
II. Personnel Status	Page 7
III. Financial Performance	Page 8
IV. Department Director Review	Page 9

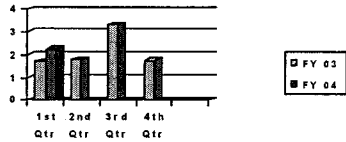
Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

MAJOR PERFORMANCE INITIATIVES

PS-3 Reduce Preventable Accidents to 1.79%



The agency is currently exploring a remedial operators training program to address the spike in preventable accidents.

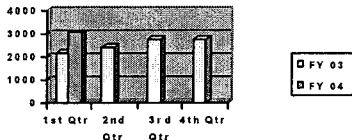
☐ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

PS-1 Purchase new buses to replace outdated or those that have exceeded policy limits of 500,000 miles or 12 years

Received and accepted 54 - 40 foot replacement buses as per the agency's bus fleet replacement plan and 57 expansion Optare buses for the implementation of the People's Transportation Plan.

☐ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

PS-3 Increase bus miles between road calls by 10% from FY03 levels



Miles between road calls (MBRC) for October, November and December 2003 were 2,761, 2,848 and 3,482 respectively, for an average of 3,030 for the first quarter. This 1st quarter average of 3,030 exceeds the FY 2003 first quarter average of 2,155.

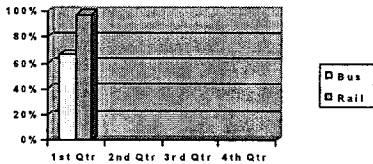
☐ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ ECC Project
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

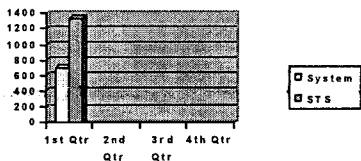
TP-1 Improve on-time performance for Metrobus to 75% and Metrorail to 99%



On-time performance for bus averaged 67% for the first quarter (68%, 64% & 69% for October to December respectively) resulting in a year-to-date average of 67%, which is better than last year's first quarter average of 66%.

☐ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

PS-3 Maintain complaints for the system (Metrobus, Metrorail and Metromover) at or below FY03 levels and reduce STS customer complaints by 4% from FY03 levels



In an effort to expeditiously address customer complaints MDT has revised its internal submission by disbursing this information to the responsible divisions on a weekly instead of a monthly basis. The peak in STS complaints is due mainly to the implementation of new software (Trapeze) which will afford after full implementation and staff training improved reservations taking, dispatching and routing capabilities.

☐ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

Increase in bus operating hours from 1.9 million hours to 3.3 million hours over five years

Service expansion is ongoing; as of December 7 lineup annualized hours were approximately 2.1 million hours.

☐ Strategic Plan
☒ Business Plan
☒ Budgeted Priorities
☐ Customer Service
☐ Workforce Dev.
☐ ECC Project
☐ Audit Response
☐ Other _____
 (Describe)

Increase frequency of rail service to 15 minutes during non-peak service and 6 minutes during peak service

Implemented frequency of rail service on June 8, 2003.

☐ Strategic Plan
☒ Business Plan
☒ Budgeted Priorities
☐ Customer Service
☐ Workforce Dev.

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

	<p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p style="text-align: right;"><i>(Describe)</i></p>
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Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

<p>#43 Review and benchmark fleet maintenance for managed competition or targeted savings initiative for mid-life overhaul of transit rail cars</p> <p>Notice to proceed for the Professional Services Agreement (PSA) to provide engineering services for the Metrorail and Phase 1 Metromover Mid-life Vehicle Fleet Overhaul and Modernization Project (Contract TA02-MR26) was issued on November 17, 2003. The selected consultant for the project is Washington Infrastructure Services, Inc. a.k.a., Washington Group International (WGI).</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>#230 Analyze use of full size and minibuses with potential swapping to improve route efficiency</p> <p>Two routes operating with full size buses were converted to minibuses with the line-up implemented on December 7, 2003. Additional routes will be converted from full size to minibuses with the continued implementation of the People's Transportation Plan.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>#515 Implement Trip Planning system on the web allowing passengers real time planning of transit trips</p> <p>Both the FDOT addendum and the Trapeze One contracts have been signed. The project is in the implementation stage with data development being the primary task expected to be completed in the next quarter. Preliminary requirements gathering for web site development was completed at the end of this quarter. Meetings for development of the regional map are ongoing and targeted to be completed at the end of the next quarter.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>
<p>#516 This project will allow the public to purchase Metropass and Parking passes with credit cards through the Web.</p> <p>The agency has been working with Enterprise Technology Services Department to develop the integration to the IBM Payment Engine. The front end to the Web payment website has been completed and the back end is still under construction.</p>	<p> <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe) </p>

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

<p>#622 Assess alternatives and costs for providing services on new or current routes.</p> <p>The agency has authorized a Comprehensive Bus Operational Analysis of the entire bus system which is ongoing. Some recommendations will be given to the agency in the second quarter of this fiscal year which will be used for the April bus lineup.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p>#761 Create competition for the maintenance of various transit vehicles.</p> <p>Negotiations have been completed with Penske and contract awarded by BCC in the current quarter (December 2003).</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			3005	3679	3140	539				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

C. Turnover Issues

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

Part-time Positions – 387 (all bus operators start out as part-timers)

Temporary Employees - 54

F. Other Issues

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	CURRENT FISCAL YEAR					
			Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
State Operating Assistance	16,160	16,287					0	0.00%
Local Option Gas Tax	14,760	14,760					0	0.00%
General Fund	114,950	118,620					0	0.00%
Fares	62,525	73,791	18,448	10,614	18,448	10,614	(7,834)	14.38%
Advertising & Other Revenues	4,598	18,873	6,800	414	6,800	414	(6,386)	2.19%
Tri-Rail Bus Feeder	667	667					0	0.00%
County Surtax	70,980	72,764					0	0.00%
Total	284,640	315,762	25,248	11,028	25,248	11,028	(14,220)	
Expense*								
Personnel	199,877	218,509	54,627	53,195	54,627	53,195	(1,432)	24.34%
Operating	84,763	97,253	24,313	31,532	24,313	31,532	7,219	32.42%
Capital								
Total	284,640	315,762	78,941	84,727	78,941	84,727	5,787	56.77%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

Departmental Quarterly Performance Report

Department Name: Miami Dade Transit

Reporting Period: FY2004 1st Quarter

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

The department is currently reviewing its revenue projections for the current fiscal year in light of new information regarding the county surtax.

The farebox revenue is still under review and the agency continue to investigate fare evasion in an effort to realize

STATEMENT OF PROJECTION AND OUTLOOK

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____

To Be Delivered

**Citizen's Independent
Transportation Trust**



Departmental Quarterly Performance Report

Department Name: Seaport

Reporting Period:

FY 03-04

First Quarter

I. Performance Initiatives	Page 2
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Departmental Quarterly Performance Report

Department Name:

Reporting Period:

MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<p><i>Service</i></p> <p>TP6-1; Outcome 1-1</p> <p>Increase number of airlines whose passenger bags are screened at Seaport- this process is currently being tested by American Airlines.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>Service</i></p> <p>TP6-1; Outcome 1-1</p> <p>Increase cruise airline passenger check-in at Seaport – provide space as requested and available to set-up the CUTE System used by all airlines at the airport, to facilitate passenger check in and relieve the airport of check in congestion from cruise passengers.</p> <p>On-going process in identifying network connectivity requirements as well as conduit requirements.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>TP-6-1; Outcome 1-1</p> <p>Decrease number of parking toll collectors as we finalize the installation and implementation of an improved automated port-wide parking system. This includes the implementation of pay-on-foot modules as well as other payment options to expedite the safe movement of cruise passengers.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>TP6-2; Outcome 2-1</p> <p>Increase the number of parking spaces by completing the development of parking projects timely and maximizing parking spaces utilization by developing a parking plan for the various users to park in the garages. Our goal is to add 1,050 spaces during this fiscal year.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

<p><i>Service</i></p> <p>TP6-2; Outcome 2-3</p> <p>Increase terminal area to meet larger vessel sizes, this goal will be met by completing the construction of new terminals.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>TP6-2; Outcome 2-3</p> <p>Continue the renovation of all cruise terminals combining federal agencies processes into one location which will enhance operations and will efficiently use allocated space in a more productive manner.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>TP6-2; Outcome 2-4</p> <p>Reduce number of comments from FDLE inspection reports by completing the revisions to the Seaport Security Plan and ensuring compliancy with all state and federal security standards.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>TECHNOLOGY & FISCAL RESPONSIBILITY</i></p> <p>TP6-2; Outcome 2-4</p> <p>Reduce security operational costs by developing security alternatives to meet the same outcome but in a more cost effective manner. Continue to pursue grants to help subsidize the cost for security operations and infrastructure needs. Automate where possible to achieve the least intrusive and time constraining security systems.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>TP6-3; Outcome 3-1 and 4-1</p> <p>Strive to maintain gantry crane availability rating of 99.5% and increase the crane hour availability by adding two additional Panamax super post cranes. Implement a structured predictive and preventive maintenance program to enhance crane operations.</p>	<p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input checked="" type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

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Department Name:

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PERSONNEL SUMMARY

<p>Service TP 6-3; Outcome 4-1 Complete Wharf 6 and 7 to increase the Seaport's cargo berth length to satisfactorily meet additional berthing needs due to anticipated growth.</p>	<p>Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><i>FISCAL RESPONSIBILITY</i> Variable Frequency Drives – the installation of VFD's will continue to reduce electrical costs and prolong the life of the equipment. Port continues install numerous air handlers to achieve greater savings and efficiencies. VFD's are installed to replace the inlet guide vanes to soft start the motors in the air handling units. The VFD's are controlled thru the Building Maintenance System which raises or lowers the frequencies to the motor which, in tern, controls the volume of air that moves thru the air handlers and into the office space. As the frequency of the motor is reduced so is the kilowatt consumption, thus giving a significant electrical savings as well as prolonging the life of the motor, belts and pulleys. Staff received the ESP Award in September 2003 for their project; the Port continues to experience energy savings and has received various reimbursements.</p>	<p>Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><i>SERVICE</i> Automation of Ship Scheduling/Berthing Scope of work has been completed; revision process has begun and expect to formalize requirements to issue an RFP. Focus is to optimize berth assignments through automation resulting in a more efficient allocation of berth slots and cranes for our cargo and cruise customers.</p>	<p>Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input checked="" type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p><i>SERVICE</i> TP 6-3; Outcome 6-1 Increase sewer service on Port by completing sewer line force main and comfort stations as well as completing the DERM consent agreement by end of fiscal year.</p>	<p>Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

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<p>Service</p> <p>ED1-4; Outcome 7-1</p> <p>Increase number of contacts with existing and potential customers at the highest corporate levels by traveling to corporate headquarters to ensure that the Port of Miami plays a role in attracting and maintaining its customer base.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE & FISCAL RESPONSIBILITY</i></p> <p>ED 1-4; Outcome 7-1</p> <p>Expand our exposure by advertising in industry magazines; increase by 5 to 10% the number of advertising placements with target audiences without increasing funding needs.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
<p><i>SERVICE</i></p> <p>ED1-4; Outcome 7-1</p> <p>Continue to work with our federal representatives to ensure confirmed funding our authorization in the annual Energy and Water Legislation. This legislative effort will enhance our opportunity to obtain federal dredging funds.</p>	<p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>
	<p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	305	338	301	37						

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies

Manager Seaport Real Estate & Economic Development; Engineer II; Labor Supervisor; Semi-Skilled Laborer; Storekeeper; Carpenter; Refrigeration Mechanic; Electrician; Seaport Public Affairs Officer; Manager Seaport Business Development; Security Officers and an Executive Secretary.

C. Turnover Issues

None

D. Skill/Hiring Issues

None

E. Part-time, Temporary and Seasonal Personnel

26 Part-Timers

3 Temporary

F. Other Issues

None

Departmental Quarterly Performance Report

Department Name:

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FINANCIAL SUMMARY

(All Dollars in Thousands)

♦ Cargo	\$ 30,341	\$ 37,390	\$ 9,347	\$ 7,597	\$ 37,390	\$ 7,597	\$ (1,750)	20.32%
♦ Other	\$ 17,131	\$ 15,619	\$ 3,905	\$ 3,569	\$ 15,619	\$ 3,569	\$ (336)	22.85%
♦ Carryover	\$ 6,749	\$ 8,195	\$ 2,067	\$ 2,067	\$ 8,195	\$ 2,067	\$ -	
Total	\$ 91,601	\$ 100,404	\$ 21,218	\$ 19,643	\$ 100,404	\$ 19,643	\$ (5,476)	19.57%
Expense*								
Operating	\$ 48,629	\$ 50,479	\$ 12,620	\$ 9,325	\$ 50,479	\$ 9,325	\$ (3,295)	18.48%
Transfers	\$ 37,060	\$ 37,537	\$ 9,384	\$ 5,607	\$ 37,537	\$ 5,607.00	\$ (3,777)	14.94%
Capital	\$ 1,149	\$ 4,121	\$ 1,030	\$ 626	\$ 4,121	\$ 626	\$ (404)	15.19%
Carryover	\$ 7,562	\$ 8,267	\$ 2,067	\$ 2,067	\$ 8,267	\$ 2,067	\$ -	
Non-Cash	\$ (1,577)							
Total	\$ 92,823	\$ 100,404	\$ 25,101	\$ 17,625	\$ 100,404	\$ 17,625	\$ (7,476)	

- Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).
- NOTE: Expenditures do not reflect year to date amounts for unbilled County Services, such as Fire, MDPD, support fees etc.

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
420	\$ 30,248	\$ 10,302	\$ -	\$ -	\$ -
421	\$ 142,526	\$ 98,366	\$ -	\$ -	\$ -
422	\$ 788	\$ 788	\$ -	\$ -	\$ -
423	\$ 46,531	\$ 12,059	\$ -	\$ -	\$ -
424	\$ 16,609	\$ 7,618	\$ -	\$ -	\$ -
Total	\$ 236,702	\$ 129,133			

Departmental Quarterly Performance Report

Department Name:

Reporting Period:

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Other Revenues:

Revenues for the Seaport Department are down this fiscal year due to: loss of the Norway due to explosion, two other cruise vessels due to repositioning and reposition of an additional vessel for one-half year. Cargo revenues also reflect the migration of some cargo customers to a nearby competing port. Parking revenue remains strong and crane revenues are consistent with last year. Overall revenues are down 3.5% from last year and 5.4% from the FY 2004 budget.

Operating Expenditures:

Operating expenditures reflect the impact of existing vacancies and to some extent the reduced level of cruise traffic. However, over all many expenditures are fixed in nature, such as the County's support fee, Fire, MDPD, which inter-departmental costs constitute 18% of the total operating budget, with personnel making up an additional 36%. Of that Security staff make up 28% of the total personnel budget. Adjusted for accruals of the aforementioned expenses, our operating expenditures as a percentage of the annual budget would change to 23.4%.

Transfers:

Transfer amounts appear to be down, but in fact are only lower due to the impact of lower revenues on cash available to transfer. At this time budgeted transfers to funds 421, 422 and 424 are behind schedule.

Capital Expenditures:

Capital expenditures are somewhat lower than budgeted and this area is being addressed for necessary future savings to meet revenue constraints.

Accounts Receivable:

The Department will be preparing a year-end write off of impaired receivables. This project has been delayed due to contract negotiations which will be brought to the Board of County Commissioners for approval and which incorporate some outstanding receivable issues.

Departmental Quarterly Performance Report

Department Name:

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

The Department expects to be within budgeted expenditures. However, significant revenue shortfalls may occur as noted above. With that concern in mind, the Department has begun reviewing all expenditures over \$10,000 for approval prior to incurring the expense. Additionally, the Department will be deferring projects typically funded from revenues as necessary to preclude any deficit conditions.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature
Department Director

Date _____

BUDGET POLICIES

- Service Delivery - Priorities by Strategic Area
- Tax Policy
- Fee Policy
- CBO/In-Kind Policy
- State Reduction Policy

